



JOB OPPORTUNITY

270-XXX-5393-XXX

Release Date: July 2, 2015

The California Student Aid Commission is the State's major policy formulating agency for student financial aid and one of the largest agencies of its kind in the country. The Commission is responsible for administering a comprehensive program of student loans, grants, and other special programs for eligible students. Today, the Commission is moving ahead to provide innovative financial aid leadership for California's unrivaled system of post-secondary students attending California's public and private colleges, universities and proprietary schools.

Classification: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (MULTIPLE POSITIONS)

Position # 270-XXX-5393-XXX

Permanent, Full-Time

Program Administration and Services Division

Who May Apply: Individuals with permanent, full-time status, employed by the State of California as an Associate Governmental Program Analyst, or in a comparable classification, or civil service employees with list or transfer eligibility to the advertised classification. SROA/Surplus/Re-employment employees at this level are encouraged to apply. Surplus candidates must attach a copy of their letter. All candidates must clearly indicate their basis for eligibility (i.e. SROA/Surplus/Re-employment, reinstatement, transfer, list eligibility, or Training & Development Assignment) on their application.

All applications will be reviewed and only the most qualified candidates will be interviewed. If you are not a current State employee, you must first take an examination to obtain list eligibility. Employees applying for this position who wish to be considered on a transfer basis must meet the minimum qualifications for this classification per CCR Rule 250, which can be viewed here: <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>. College transcripts must be submitted with your application, to verify the educational requirements of the class or a copy of your college diploma.

Duties: Under the general direction of the Staff Services Manager I in the Program Administration and Services Division, the Associate Governmental Program Analyst (AGPA) will act as team lead and identify, analyze, and respond to grant programs, specialized programs, and system issues. Additionally, the incumbent may be responsible for serving as a liaison to various community groups, Commission committees, segmental bodies, work groups, and related financial aid associations.

Salary: \$4,600.00 – \$5,758.00

Desirable Skills: Must possess excellent written and verbal communication, interpersonal, analytical and organizational skills; proficiency in Microsoft Suite software packages. Ability to work well with others as part of a team, deal with multiple tasks and changing priorities and provide outstanding customer service.

How to Apply: Please indicate RPA #15-002, position #270-XXX-5393-XXX, Associate Governmental Program Analyst and the basis of your eligibility on your application (Std. 678) and résumé to:

California Student Aid Commission
ATTN: Recruitment, Personnel Services
P.O. Box 3210
Rancho Cordova, CA 95741-3210

Applications will be not be accepted by fax or email.

Final Filing Date: July 16, 2015

Facilities: Close to freeway access at Zinfandel Drive and Hwy 50. Free Parking.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, ANCESTRY, COLOR, EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, DISABILITY (MENTAL AND PHYSICAL), GENDER, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), OR SEXUAL ORIENTATION OF ANY PERSON.

IT IS AN OBJECTION OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE. THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.



CALIFORNIA STUDENT AID COMMISSION

DUTY STATEMENT

I. Position Identification:

Employee Name:	
Classification:	Associate Governmental Program Analyst
Working Title:	Same
Position Number:	270-XXX-5393-XXX
Location:	Sacramento
License or Other Requirement:	N/A
Date Prepared:	April 23, 2015
Effective Date:	June 30, 2015

Function: *(Summary of Responsibilities)*

Under the general direction of the Staff Services Manager I in the Program Administration and Services Division, the Associate Governmental Program Analyst (AGPA) will act as team lead and identify, analyze, and respond to grant programs, specialized programs, and system issues. Additionally, the incumbent may be responsible for serving as a liaison to various community groups, Commission committees, segmental bodies, work groups, and related financial aid associations.

Reporting Relationships:

Reports directly to the Staff Services Manager I in the Program Administration and Services Division.

II. Program Identification:

The California Student Aid Commission is responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California. The Commission's central mission is to make education beyond high school financially accessible to all Californians.

The Program Administration and Services Division is responsible for the management, administration and processing of the Commission's programs including the Cal Grant, California Dream Act, Middle Class Scholarship, and outreach programs including the California Student Opportunity and Access Program (Cal-SOAP), and Cash for College.

III. Essential and Non-Essential Job Functions*:

Essential Functions:

Candidates must be able to perform the following functions with or without reasonable accommodations.

- 40% Responds to complex and sensitive customer service inquiries using knowledge of the federal and state aid programs, the federal Free Application for Federal Student Aid (FAFSA), federal and state central processing system, federal needs analysis methodology, Title IV financial aid program and state financial aid programs. Provide expert analysis and guidance to program staff, students, parents, and schools to help resolve issues. Work with Commission staff, schools, and students to resolve program eligibility and payment issues.
- 25% Identify, plan, develop, and coordinate educational and operational needs, potential enhancements, award distribution, and other issues; coordinating with other divisions of the Commission and internal and external stakeholders to research problems, provide recommendations, and implement solutions, ensuring the commission's customers have a thorough understanding of the Commission's grand and specialized programs, operations, services, and how these services can be best utilized. Research, draft, and prepare written correspondence, including issue papers, and Commission Meeting tab items, providing accurate, complete, and up-to-date information using good writing techniques.
- 20% Facilitate or lead work groups or teams to accomplish work assignment objectives and goals. Interact with management, staff, and internal and external stakeholders, contributing to the overall efficiency and productivity of the work unit. Read and interpret technical materials pertaining to program operations, policies and procedures applying information to program and project activities.
- 10% Organize and facilitate meetings. Represent the Commission at specified events, meetings, and conferences, including Commission meetings, workgroup meetings, Advisory and Enhancement meetings, office meetings, various financial aid association activities, and other meetings as assigned.

Non-Essential Functions:

- 5% May perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

IV. ADA Requirement:

Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job due to a disability covered under the Americans with Disabilities Act.

V. Physical Requirements:

Works in an office setting with artificial lighting and temperature control. Sitting and standing requirements consistent with office work. Ability to operate and utilize office machines such as copiers, faxes, calculators, personal computer, telephone systems, projectors, and video cameras.

VI. Working Conditions:

Employee's work is to be performed within a cubicle configuration, and is equipped with standard or ergonomic office equipment, as needed. Requires sitting for long periods of time while using a personal computer or reviewing documents and working papers.

VII. Attendance:

Must maintain regular and acceptable attendance at such level as is determined in the Commission's sole discretion.

VIII. Signature

By signing this document, I acknowledge that I have read and understand all the requirements and information above and will receive a copy of this Duty Statement.

Employee Signature

Date

Supervisor Signature

Date

*Duties of this position are subject to change and may be revised as needed or required.